

SSCIP Loss Control Library

Videos, DVDs, Powerpoint &
Manual Templates

Administered by:

SSCIP

Loss Control Department

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Revised: February 10, 2012

Part I. Introduction

This publication contains a listing of the training videos, Power Point presentations and manual templates we have available for loan to SSCIP members. Opinions expressed by the presenters in each tape are solely those of the presenters and do not necessarily reflect the opinions or recommendations of SSCIP or their administrators, Berkley Risk.

Please take a few minutes to read the section that discusses the borrowing policy. It outlines the steps you must follow to borrow a video for training your staff.

We welcome any comments or suggestions regarding this document. It will be updated periodically as new tapes are added to the Loss Control Video Library.

Part II. Borrowing Policy

Videos may be kept for up to TWO weeks from the date of receipt. Videos may be ordered in the following ways:



❖ **Order Form**

- Fill out a Video Request Form
- E-Mail the request to Susan Weiss sweiss@berkleyrisk.com or via fax (602) 368-6565
- You may make photocopies of the blank form at the back of this document.



❖ **Telephone**

- Call Berkley Risk and ask for Susan Weiss at (602) 368-6613 to request a video by telephone.

Please request your videos at least one to two weeks before you plan to use them for training. This will allow adequate time for them to be mailed to you.



If applicable, rewind all videos before returning them. Insure each video for \$100 to protect them from being lost in the mail. This will prevent you from incurring the expense of replacing a video that is lost in its shipment.

Please return videos by their due dates so that others can receive their videos by their requested dates. If you need to keep a tape beyond its due date, please contact your Loss Control Consultant or Susan Weiss.



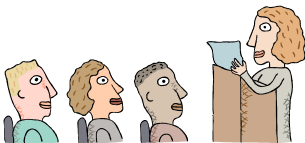
Federal copyright laws protect the videotapes available through the Loss Control Video Library. You may **NOT** make copies of these videos.

Part III. Video Selections



This section contains the listing and descriptions of the available videos. Please note that we cannot guarantee availability of any specific videos. They will be sent out to those who request them on a first-come, first-served basis.

Part IV. Powerpoint Presentations & Manual Templates



This section contains the listing and descriptions of the available Power Point presentations and manual templates. Please note that we cannot guarantee availability of any specific information. They will be sent out to those who request them on a first-come, first-served basis.

Part III. Video Selections



This section contains the listing and descriptions of the available videos. Please note that we cannot guarantee availability of any specific videos. They will be sent out to those who request them on a first-come, first-served basis.

AMERICANS WITH DISABILITIES /CIVIL RIGHTS ISSUES

A1	V	ADA TITLE 1~ EMPLOYMENT Discusses the Americans with Disabilities Act (ADA) and its requirements regarding employment. Includes prohibition of discrimination against persons with disabilities and the requirements for employers to make reasonable accommodations.	120:00
A3	V	ADA EMPLOYMENT Georgia Pacific Co.	43:00
A5	V	ADA ACCESSIBLE DESIGN Discusses accessible design under the Americans with Disability Act's Accessibility Guidelines	19:34
A8	V	ADA ~ An Introduction to UFAS Introduction to the Uniform Federal Accessibility Standards. Similar to ADA AG's, but adopted prior to the ADA and required for those dealing with government grants and contracts.	08:49
A9	V	ADA~ Technical Requirements of UFAS	17:10
N2	V	NOBODY'S BURNING WHEELCHAIRS Explains what the Americans with Disabilities Act of 1990 is, explores attitudes toward people with disabilities, and shows that disabled persons can make contributions in a mainstreamed society.	05:00

ACCIDENT PREVENTION & INVESTIGATION

A10	V	ACCIDENT INVESTIGATION This program on "Accident Investigation" shows employees steps that are taken in an accident investigation, and highlight how important it is for employees to fully cooperate with any inquiry. They also point out that while an investigation's focus is to determine the cause of an accident, the overall goal is to prevent similar accidents from happening again.	08:06
A11	V	ACCIDENT INVESTIGATION ~ ANALYSIS This video reviews the four main stages of an accident investigation and stresses the benefits of a proper accident investigation.	25:00
A12	B	IT WON'T HAPPEN TO ME: ACCIDENTS IN THE WORKPLACE Learn to identify the factors that can lead to accidents, describe the relationship between accidents and unsafe acts and describe how to prevent accidents.	15:00
A16	V	ACCIDENT INVESTIGATION - 2008 Accident investigations are important in maintaining a safe, productive workplace.	13:00
D9	B	DOG BITE PREVENTION From nips to bites to actual attacks, dog bites are a serious problem. Dog bite victims requiring medical attention in the United States number approximately 800,000 annually. Countless more bite injuries go untreated. On average, about a dozen people die each year from dog bite injuries. Fortunately, there are steps we can take to address this problem.	20:00

ID #	Title	Length
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ACCIDENT PREVENTION & INVESTIGATION

F6	D	FORKLIFT SAFETY ESSENTIALS A forklift is a powerful and safe tool when used well by a trained operator. However, forklift safety is often not well understood by many operators and this can increase the risk of accidents. Training operators in the principles of forklift safety can prevent accidents from occurring at your workplace.	26:00
F11	B	FIRE EXTINGUISHER TRAINING	06:00
G2	V	GROUNDSKEEPER SAFETY ~ INCLUDING PESTICIDES Discusses why groundskeepers should wear full body protection. Presents three basic steps to help reduce the effects of heat on the job. Basic hygiene habits are also addressed.	11:41
H11	D	HI IMPACT: HAND SAFETY A commitment to hand safety is the key to maintaining an injury-free workplace or even saving ones life. Filled with re-creations of actual accidents from OSHA files, this film has proven to be a highly effective training tool through its scared-straight, graphic nature.	17:00
P8	V	POSITIONAL ASPHYXIA, SUDDEN DEATH AND TRANSPORTING SUSPECTS	29:07

BLOODBORNE & AIRBORNE PATHOGENS

B1	B	BLOODBORNE PATHOGENS: 2000 Whether you work in transportation, manufacturing, retail, government, emergency services or any other occupation; one day you will have to deal with a situation that involves potentially infected blood. The decisions you make and the actions you take could literally make the difference between life and death.	11:00
B2	V	BLOODBORNE PATHOGENS Discusses personal protective equipment and how it reduces your risk of exposure to BBP. Some examples of PPE are discussed.	9:20
B3	D	BLOODBORNE PATHOGENS – PROTECT YOURSELF Discusses personal protective equipment and how it reduces your risk of exposure to BBP. Some examples of PPE are discussed.	19:00
B4	B	BLOODBORNE PATHOGENS ~ POST EXPOSURE FOLLOW-UP Discusses bloodborne pathogens and how they are carried in the blood. Outlines what should be done if someone is exposed to blood or other bodily fluids and the reporting requirements that must be followed in the event of an exposure	10:55
B7	D	BLOODBORNE PATHOGENS: TAKE PRECAUTIONS (English & Spanish) This valuable program teaches employees to protect themselves from bloodborne pathogens by learning about the three types of viruses and how they spread, plus what they can do to prevent infection, from avoiding exposure to blood to cleaning up after incidents occur. • HIV, HBV and HCV • Incidents and injuries • Common-sense precautions	13:00
C1	V	COMMUNICABLE DISEASES ~ INFECTION CONTROL This education & infection control and prevention program is designed for all employees. It's everyone's job to follow policies & procedures through early recognition and prevention strategies to help stop the spread of potential infectious pathogens.	

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BLOODBORNE & AIRBORNE PATHOGENS

M8	D	MRSA AWARENESS (English & Spanish) There is widespread concern over the risk of exposure to the deadly MRSA infection. This staph infection is not confined to hospitals anymore and has become a new threat known as community-associated MRSA. Help your employees protect themselves and their families with the information on how exposure occurs and the best ways to protect themselves in this timely training program.	
N1	B	WORKING TOGETHER ~ NEEDLE STICK PREVENTION Use this video to train employees on the best safety practices to avoid needlestick injuries and their associated consequences. Create a safe work environment for your employees by providing them with the tools to keep them safe and informed.	
R7	D	RESPIRATORY SAFETY (English) Every day thousands of workers are subjected to airborne contaminants that can cause great harm to the respiratory and other vital systems if allowed to enter the human body. This program addresses the major areas needed to comply with OSHA standards including: Respiratory Protection Program, Selection of Respirators, Medical Evaluations, Fit Testing, User Seal Check, Maintenance & Care, Training	30:00
R8	D	RESPIRATORY SAFETY(Spanish) Every day thousands of workers are subjected to airborne contaminants that can cause great harm to the respiratory and other vital systems if allowed to enter the human body. This program addresses the major areas needed to comply with OSHA standards including: Respiratory Protection Program, Selection of Respirators, Medical Evaluations, Fit Testing, User Seal Check, Maintenance & Care, Training	30:00

DRIVING / DEFENSIVE DRIVING

D1	B	DEFENSIVE DRIVING ~ A CRASH COURSE Review the basic defensive driving techniques with you employees. From planning and preparing before pulling out to practical driving procedures in the city, on the freeway and in rural areas, this training covers it all.	16:00
D2	V	DEFENSIVE DRIVING ~ A CRASH COURSE (Spanish) Review the basic defensive driving techniques with you employees. From planning and preparing before pulling out to practical driving procedures in the city, on the freeway and in rural areas, this training covers it all.	17:00
D3	V	DEFENSIVE DRIVING ~ "WHAT'S YOUR DECISION" An interactive video quiz for defensive driving. Areas covered include being forced into the guardrail, hydroplaning, dealing with emergency vehicles, dealing with drunk drivers, braking on snow, rear-end collisions, railroad safety, signaling, intersections, passing, head-on collisions, residential street hazards, dealing with floodwaters, driving off the shoulder, and air bag deployment.	83:00
D4	D	DISTRACTED DRIVING This DVD covers distractions that everyday drivers face including: cell phones, GPS systems, radios, as well as eating and drinking while driving. The tips and techniques help train drivers to be more aware and alert. While driving is very common for most, there are ways to make every trip a safer one such as mapping out routes before-hand, presetting comfort controls, and how to deal with unpredictable weather.	18:00

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DRIVING / DEFENSIVE DRIVING

D6	V	<p>DRIVING SAFETY (Spanish)</p> <p>Motor vehicle crashes are the number one cause of death on the job. Most employees travel the roads every day... in cars, vans or trucks... many of them on company business. Insure your employees are properly trained in safe driving techniques to minimize your companies' risk exposure and protect your employees' health and safety. This excellent training video provides the information employees need to drive cars, vans and small trucks safely, both on and off the job.</p>	15:50
D10	V	<p>SAFETY TECHNIQUES FOR TYING DOWN WHEELCHAIRS (DRIVING)</p> <p>Key in this video is how to prevent wheelchairs from moving during transit. Other highlights include examination of different types of wheelchairs, different types of securement systems, demonstrations of tie down techniques and back safety tips.</p>	18:00
D25	D	<p>SAFETY TECHNIQUES FOR TYING DOWN WHEELCHAIRS</p> <p>This program features numerous examples of how to properly secure wheelchairs</p> <ul style="list-style-type: none"> • Types of securement systems • Types of wheelchairs • Demonstrations of tie-down techniques • Protecting your back 	20:00
D11	D	<p>BEFORE YOU TURN THE KEY (English & Spanish)</p> <p>Brush up on what drivers should do before they get in a vehicle and turn the key. Describes the incidents that could have been avoided if people had only taken the time to think and pay attention to what was in and around their cars.</p>	20:00
D12	D	<p>DRIVEN TO DISTRACTION I</p> <p>This groundbreaking program illustrates just how dangerous distracted driving can be. The main character is the embodiment of the various distractions that accompany drivers. Watch as he gleefully plots and plans to take attention from the road. The impact of this program is powerful and memorable.</p>	16:00
D24	D	<p>DRIVEN TO DISTRACTION II</p> <p>Distracted driving continues to be an epidemic on our roads. Once again, the Distraction Demon rides along with various drivers egging them on to give in to the myriad of distractions tempting today's drivers including cell phone use, talking to passengers, GPS, texting, etc.</p>	20:00
D13	D	<p>EMOTIONAL WRECK (English & Spanish)</p> <p>Aggressive driving is responsible for 1500 deaths each year. Give your employees this eye-opening look at what constitutes aggressive driving, what contributes to it and how one driver's acts can cause a domino effect of bad decisions that may lead to tragedy. After watching this dramatic expose of the dangers of impatience, selfishness, obliviousness and competitiveness behind the wheel, your employees are sure to take a deep breath and drive as if their lives depend on it.</p>	23:00
D14	D	<p>STREET SMARTS (English & Spanish)</p> <p>Have your employees forgotten the basic rules of safe driving? Maybe their driving safety knowledge is out-of-date? Bring your employees back to the basics of safe driving with Street Smarts. This program will boost your workers' safety awareness and ensure their well-being by reminding them how their lives depend on following the 'rules of the road'. Freshen up their driving know-how and help save their lives.</p>	18:00

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DRIVING / DEFENSIVE DRIVING

D15	V	TRANSPORTING SPECIAL NEEDS KIDS WITH COMMITMENT & CARE This helpful program presents situations for bus drivers to show sensitivity to behaviors and attitudes of special needs children including commitment to safety, orders and rights; effective observation of behavior and choosing the appropriate intervention.	18:00
D16	V	UNDERSTANDING THE NEEDS OF SPECIAL PASSENGERS Interviews with a number of disable individuals concerning how they would like to be treated.	
D-17	V	SERVING PASSENGERS WITH DISABILITIES This video is designed for training drivers to serve persons with disabilities and discusses provisions made by the Americans With Disabilities Act (ADA).	
D-18	V	EVACUATING ELDERLY & DISABLED PASSENGERS FROM PUBLIC TRANSPORTATION VEHICLES Demonstrates various safety techniques to be used in emergency situations for the evacuation of the disabled and mobility impaired using small, urban, rural and specialized transportation services. Emphasis is placed on enhancing the bus operator's driver.	
D19	D	DEFENSIVE DRIVING ~ 15- PASSENGER VANS Fatal rollovers and other incidents involving 15-passenger vans occur because the drivers are inexperienced and untrained. This valuable program provides drivers with important safety tips to help them operate the vans safely protect passengers and avoid accidents. Discusses loading and handling, common causes of rollovers, safety guidelines, and buckling up.	
D20	D	THE MOST COMMON COLLISION The Most Common Collision" showcases three distinct backing collisions as described by the drivers involved in each. The ability to hear and see the drivers' perspectives helps viewers dig into the root causes of each incident. Animated recreations of each collision help to further illustrate and identify both cause and prevention respectively. Mastering the principles covered in this video provides viewers with the skills to significantly reduce their potential for backing and parking mistakes.	20:00
D21	V	MOTOR VEHICLE AWARENESS Motor vehicle accidents are the single largest cause of occupational fatalities. Motor Vehicle Awareness: Easy as ABCD will help your company to protect its employees who must drive and consequently reduce its expenses. This program will complement your current driver-safety awareness program.	19:00
D22	V	INTRODUCTION TO SPECIAL ED BUS DRIVING SAFETY Using the model of a skilled school bus driver instructor providing instruction to a new trainee, this important program covers a variety of key points. <ul style="list-style-type: none"> • Driving techniques for special needs students. • Wheelchair preparation • Properly tying down wheelchairs • Raising the chair lift when the electrical systems fails 	15:00
D23		ADVANCED TECHNIQUES FOR SPECIAL ED BUS DRIVING SAFETY Train your school bus drivers how to properly and safely interact with special education students. This program gives advanced techniques on the proper response for behavioral problems and medical emergencies that could arise while riding a school bus. <ul style="list-style-type: none"> • Emergency response for seizures • Bloodborne pathogens clean-up • Dealing with behavioral problems • Communications between students, parents, drivers and teachers • Driver responsibility • Efficient loading of students 	15:00

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DRIVING / DEFENSIVE DRIVING

R5	V	REDUCE ROADWAY LIABILITY	140:00
S5	V	SCHOOL BUS TRAINING	
S8	V	SAFETY BY ASSOCIATION~ TRAFFIC SAFETY	10:00
T2	V	TRAFFIC SAFETY Describes the concept of "road management". Discusses proper stopping and gives specific examples of where drivers should be scanning ahead of the path of their vehicles	08:20
T3	V	TRAFFIC SIGNS & MARKINGS	60:00

DRUG AND ALCOHOL ABUSE PREVENTION

D7	V	DRUG USE AND ABUSE Explains the effects of drug use on the environment. Presents some possible solutions to drug problems occurring at the workplace.	08:30
D8	V	DUI – MARKET HIGHLIGHTS	12:52
G1	V	GEARING UP FOR DRUG FOR ALCOHOL TESTING	43:00
R2	B	RECOGNIZING DRUG ABUSE ~ A SUPERVISOR'S GUIDE	60:00
R6	B	RECOGNIZING ALCOHOL ABUSE ~ A SUPERVISOR'S GUIDE Do you know an alcoholic or an illegal drug addict? Chances are good that you do – chances are good that you work with one, too. This important program will help supervisors and managers recognize alcoholism and drug abuse in the workplace and help reduce missed work days, increase productivity and protect worker health and safety.	60:00
S3	V	SALIVA ALCOHOL TESTING	12:22
U1	V	UNDER THE INFLUENCE ~ ALCOHOL IN THE WORKPLACE Discusses the short-term effects of alcohol in the workplace. Describes risks of injuries to other workers who work with someone under the influence of alcohol.	06:44

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ERGONOMICS AND HEALTH ISSUES

B5	V BACK SAFETY Gives some suggestions on how to avoid back injuries when lifting heavy objects.	
B8	D BACK INJURY PREVENTION FOR PUBLIC ENTITIES This training program is designed to address this ongoing concern by providing real scenarios faced by public entity employees performing daily jobs and tasks.	28:00
B9	D BACK PROTECTION: DEFENDING YOUR SAFETY ZONE Avoid injuries with these reliable techniques for back safety. Compare the rigors of professional sports with those of ordinary jobs and examine the facts on defending your safety zone, including safe lifting, posture, exercise and back injury prevention.	
C2	V COMPUTER ERGONOMICS ~ MAKE YOURSELF COMFORTABLE	14:30
C3	V COMPUTER FITNESS ~ HOW TO WORK COMFORTABLY, PRODUCTIVELY AND SAFELY Discusses modifications to work stations and provides demonstrations of exercises to stretch body parts (neck, wrists and shoulders).	19:05
C4	V CARPAL TUNNEL SYNDROME Describes Carpal Tunnel Syndrome characteristics in terms of the body. Reviews the causes and symptoms of Carpal Tunnel Syndrome (CTS).	09:07
E1	V ERGONOMICS ~ JOB SAFETY ANALYSIS Defines ergonomics and its relationship between people and machines. Job Safety analysis (JSA) is presented as a means to reduce body stress when using power tools and other workplace machines.	15:50
E2	V ERGONOMICS FOR SUPERVISORS Discusses Cumulative Trauma Disorders (CTD) in various work environments. Outlines a program for addressing various problems including ergonomic teams, analysis of work areas, understanding risk factors, recognizing early symptoms, modifying the workplace, communications and early intervention.	21:00
E3	V ERGONOMICS IN THE WORKPLACE Describes the risk factors that can lead to cumulative trauma disorders (CTDs) as well as describing four common cumulative trauma disorders, the causes, early symptoms and the steps you can take to minimize each of the risk factors associated with cumulative trauma disorders.	18:30
E4	V ERGONOMIC TOOLS Defines ergonomics, describes Carpal Tunnel Syndrome (CTS) and the dangers of using ergonomic tools improperly.	13:16
E9	V OFFICE ERGONOMICS Discusses the science of tailoring a job to the employee. Geared primarily to computer workstations. Emphasizes how physical stress is placed on specific parts of the body by poor positioning .Includes anatomic diagrams of the stress on the hand, wrist, spine, as well as, the definition of an "injury".	17:45
E11	V LISTEN TO YOUR BODY Office Workstation Design	

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ERGONOMICS AND HEALTH ISSUES		
E12	V OFFICE MANUAL HANDLING Back structure and musculoskeletal disorders (MSD) are explained and methods for identifying, assessing and controlling manual handling risks related to MSD are covered. Case studies with solutions applicable to typical office manual handling problems are used to illustrate correct manual handling procedures.	17:00
E13	V THE RIGHT MOVES: ERGONOMICS IN THE WORKPLACE This video defines the term “ergonomics” and identifies the practical advantages of implementing ergonomic principles. It describes the activities and body positions that can lead to cumulative trauma disorders as well as identifying possible solutions for eliminating upper and lower body movement deficiencies. Steps involved in performing an ergonomic analysis and management options are presented.	18:00
E14	D OFFICE ERGONOMICS Ergonomics training will increase productivity, decrease illness and injuries and increase satisfaction among the workforce. This program addresses the following: Symptoms of MSD, Identifying Problems, Risk Factors and Controls, Ways to Control or Reduce Hazards	20:00
H4	D HEAT STRESS Working in hot environments with strenuous physical activity causes heat reactions in the body. Teaches workers how to protect themselves.	12:00
H13	D HEAT STRESS FOR PUBLIC EMPLOYEES: SEEING RED Heat stress, heat stroke, heat rashes, heat cramps – all are dangerous to your employees. This training DVD will give them the knowledge they need to avoid the dangers of working in hot, humid conditions. Training will include: acclimatization, hydration, proper clothing and signs of heat fatigue.	14:00
H16	D HIPAA: PRIVACY COMPLIANCE This important program will help you comply with HIPAA's Privacy Rule – the first comprehensive federal protection guidelines for the privacy of health information. Addresses the importance of protecting patient confidentiality, defines Protected Health Information, use and disclosure of protected health information, consent and authorization, patient rights, administrative requirements, etc.	19:00
H17	D MEDICATION MANAGEMENT: YOU CAN PREVENT ERRORS Preventing medication errors promotes patient safety. This program addresses medication errors – what are they? How big is the problem? How can medication errors be prevented? Standards to use medications safely, Avoiding risky behaviors and special handling of meds at high risk.	18:00
M5	V MEDICAL MONITORING ~ HOW IT WORKS Describes what makes up a baseline medical exam. Some of the topics presented include blood pressure, why lymph glands are checked, and how often blood and urine samples should be taken.	09:16
M7	B MUSCLE STRAINS & SPRAINS A sprain is an injury to ligaments, while a strain is an injury to muscle or tendon tissue. Sprains and strains occur when the body is put under physical stress. In these situations, muscles and joints are forced to perform movements for which they are not prepared or designed. An injury can occur from a single stressful incident, or it may gradually arise after many repetitions of a motion.	20:00

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ERGONOMICS AND HEALTH ISSUES

H10	D	HEALTH & HYGIENE ESSENTIALS FOR INDUSTRY The consequences of poor health and hygiene practices in industry can result in the spread of infectious diseases and increased sick days for personnel. An organization can minimize the risk and spread of infectious diseases by implementing appropriate infection control measures.	19:00
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SCHOOL AND PLAYGROUND SAFETY

R3	V	RECREATIONAL SAFETY Humorous presentation on being safe while having fun. Includes basic safety practices to allow individuals to get the most from their recreational activities. Addresses first aid kits, monitoring children, and other practical hints.	13:15
S9	V	SCHOOL CRIME ~ SOUNDING THE ALARM Examines what happens when crime and violence spill into classrooms and what some schools are doing to combat these problems.	
S10	V	SCHOOL CRIME ~ ESTABLISHING COMMUNICATION This program examines how to establish communication links with students, families, and educators to create a safe school environment.	
S11	V	SCHOOL CRIME ~ COMBAT ZONE Discusses methods and techniques for reducing the proliferation of guns and other weapons in schools.	
F12	V	AMERICAN RED CROSS ~ "A SUMMER OF SUPERVISION"	
P12	V	PLAYGROUND EQUIPMENT ~ LOSS CONTROL FOR CITIES	
P13	V	PLAYGROUND SAFETY Playgrounds may have hazards that can cause injury. Following some basic safety measures can help your child have fun and play safely.	
P14	V	PLAYGROUND SAFETY REPORT The National Program for Playground Safety rated playgrounds across the US on safety. The result is that as a nation we scored a C+ on our report card. This study illustrates the need for us to roll up our sleeves and improve our play spaces.	10:00
S1	V	ABCs OF (PLAYGROUND) SUPERVISION An effective playground supervisor must know the "ABC's of Supervision" to prevent injuries. An experienced supervisor shows the many ways to put "Safety First!" An on-screen narrator reinforces the major points of S.A.F.E. playgrounds. A must for people involved in playground supervision and training.	13:00
S2	V	SAMMY'S PLAYGROUND POINTERS Gives suggestions for being safe on a playground. Intended for a youth audience. Uses puppets to present a message of safety. Key points include informing kids that equipment is age-specific and the importance of telling adults about problems. An excellent educational tool for children grades K - 3. Educates with music, drama, humor and rhyme.	10:00

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SEXUAL HARASSMENT PREVENTION

S7	V	SEXUAL HARASSMENT: HOW TO PROTECT YOURSELF	
	A	• Part One	50:00
	B	• Part Two	50:00
	C	• Part Three	50:00
S15	D	HANDLING A SEXUAL HARASSMENT INVESTIGATION	16:00
		The goal of a sexual harassment investigation is to determine whether harassment actually occurred and if it did, to deal with it appropriately	
S16	D	PREVENTING SEXUAL HARASSMENT ~ FOR MANAGERS & SUPERVISORS	14:00
		Having a comprehensive sexual harassment policy, knowing the “telltale” signs of harassment and encouraging employees to step forward and report incidents will help you to keep sexual harassment out of your workplace.	
S18	D	PREVENTING SEXUAL HARASSMENT ~ FOR EMPLOYEES	13:00
		Treating people with respect, insisting that they do the same for you and taking a firm position on what you find is unacceptable can go a long way in preventing sexual harassment in your workplace.	

WORKPLACE SAFETY

C7	V	COMBATING STRESS	10:51
		Describes ways to reduce stress in the workplace. Outlines the benefits of stress reduction, as well as, what can happen if stress is not managed.	
C11	B	CONFLICT RESOLUTION	09:37
		Outlines several approaches for dealing with conflict in the workplace, including avoidance, compromise and accommodations.	
C12	V	CONTINGENCY TRAINING	07:54
		Knowledge of contingencies helps fellow workers respond correctly in an emergency. The video discusses orientation training, contingency training and dealing with situations that are not part of the normal job process.	
F14	D	FIRE SAFETY (English)	12:00
		This training program has been specifically created to assist facilities in fulfilling the OSHA fire prevention and fire extinguisher training requirements. The program addresses the major area needed to comply with the standard including: How Fire Works, Preventing Fires, Preparing for an Emergency, Classes of Fires, Using a Fire Extinguisher and Evacuation Plans & Drills.	
F15	D	FIRE SAFETY (Spanish)	12:00
		This training program has been specifically created to assist facilities in fulfilling the OSHA fire prevention and fire extinguisher training requirements. The program addresses the major area needed to comply with the standard including: How Fire Works, Preventing Fires, Preparing for an Emergency, Classes of Fires, Using a Fire Extinguisher and Evacuation Plans & Drills.	
C13	V	CREATING THE SAFETY PLAN	10:56
		Discusses why workers should be involved in the development of a safety plan.	

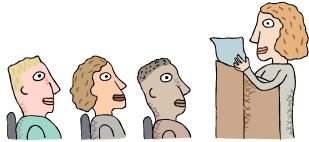
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WORKPLACE SAFETY		
J1	V JOB SAFETY ANALYSIS Illustrates the purpose of a Job Safety Analysis (JSA). Benefits of using JSA for both employee and the employer.	17:10
J3	D SUCCESSFUL SAFETY COMMITTEES Safety Committees help prevent job-related accidents, injuries and illness.	
L11	V LOSS CONTROL DOLLARS MAKE SENSE	
O1	V OFF THE JOB SAFETY Discusses some ideas for safety in the home regarding storage of chemicals, actions during emergencies, fire prevention, fire escape plans, and safe equipment use.	07:16
P1	V PREVENTING VIOLENCE IN THE WORKPLACE: BUILDING AND FACILITY SECURITY	60:00
P2	V PREVENTING VIOLENCE IN THE WORKPLACE: DEALING WITH ANGRY CUSTOMERS	60:00
P3	V PREVENTING VIOLENCE IN THE WORKPLACE: LEGAL ASPECTS AND RESPONSIBILITIES	60:00
P4	B PREVENTING VIOLENCE IN THE WORKPLACE: PERSONNEL ISSUES	60:00
P5	B PREVENTING VIOLENCE IN THE WORKPLACE: SOCIAL ISSUES/CAUSES	60:00
R4	V RETURN TO WORK CONNECTION~ WORKERS COMPENSATION Demonstrates approaches to reducing workers' comp costs, implementing effective return-to-work procedures, and creating good employer/employee communications	26:33
S12	V SMOKING AT WORK Describes tobacco smoke and its effects on different environments. Describes how non-smokers and the workplace can be affected.	05:05
V1	D VIOLENCE IN THE WORKPLACE This video addresses important issues relating to personal safety and what to do if a violent situation was to occur.	10:00
V2	D VIOLENCE ON THE JOB This video discusses practical measures for identifying risk factors for violence at work, and taking strategic action to keep employees safe. It is based on extensive NIOSH research, supplemented with information from other authoritative sources.	27:00
V3	D WORKPLACE VIOLENCE – THE CALM BEFORE THE STORM In one year alone, workplace violence accounted for one out of five work-related deaths in the U.S. This program is designed to help supervisors and employees identify the warning signs of workplace violence and prevent it. <ul style="list-style-type: none"> ▪ Characteristics of a potentially violent employee ▪ Violence Prevention Program ▪ Stress management and conflict resolution ▪ Threat-management teams 	25:00

ID #	Title	V = Video / D =DVD / B = Both	Length
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WORKPLACE SAFETY

W2	V	WORK SURFACE SAFETY Outlines the importance of keeping work surfaces clear around workstations. Reviews the need for handrails in certain areas, as well as, maintenance needs for floors, workrooms and stair safety.	06:17
W3	V	WORKPLACE SECURITY Reviews the use of photo ID in the work environment, the security procedures that might be needed in a work place and what should be done in special situations regarding security procedures.	10:39
W4	V	WORKPLACE STRESS Offers strategies to identify and cope with stress. Discusses causes and symptoms of stress, positive vs. negative stress, effect of stress on the mind and exercises to reduce and relieve stress.	13:00
W7	D	OFFICE SAFETY ~ IT'S A JUNGLE IN THERE (English & Spanish) Every year, about six million people get hurt at work. And more than 400,000 are just like your employees... they work in offices fraught with hidden and tricky dangers. This program shows how to cope with the risks so that your workers can negotiate their way around the dangerous jungle that is the office.	

Part IV. Powerpoint Presentations & Manual Templates



This section contains the listing and descriptions of the available Power Point presentations and manual templates. Please note that we cannot guarantee availability of any specific information. They will be sent out to those who request them on a first-come, first-served basis.

VULNERABLE ADULT

- PPT VA1 ANATOMY OF THE INCAPACITATED OR VULNERABLE ADULT ABUSE CLAIM**
By: William H Doyle, Esq.
- PPT VA2 SSCIP - VULNERABLE ADULT RELATED HISTORICAL INCIDENT REVIEW**
Based on review of SSCIP claims with gross incurred costs of \$50,000+ per incident since 1/1/2005. This data is based on total incurred costs as of 9/30/2009.

DOCUMENTATION

- PPT DC1 LIMITING CARE PROVIDERS' LIABILITY THROUGH DOCUMENTATION**
By: William H. Doyle, Esq.
- PPT DC2 "THIS LOOKS LIKE A LEGAL DOCUMENT TO ME..." An introduction to Subpoenas, Powers of Attorney, Waivers, and Guardianships**
By: Susan Trujillo, Tara Lynn Danforth and Christina Cassetta
- PPT DC3 CONFIDENTIALITY ISSUES, REFERENCE CHECKS AND PERFORMANCE APPRAISALS**
By: Sandra J. Creta, Esq.

TRANSPORTATION

- PPT TR1 15- PASSENGER VAN SAFETY**
By Southwest Risk Services
- PPT TR2 TRANSPORTING A CLIENT WITH SPECIAL NEEDS AND WHEELCHAIR SECUREMENT**

SAFETY & WORKPLACE

- PPT SF1 LOSS CONTROL - HOME SAFETY COUNCIL**
- PPT WK1 HOSTILE WORK ENVIRONMENT HARASSMENT**
By Southwest Risk Services
- PPT WK2 SEXUAL ABUSE TRAINING FOR MANAGEMENT**
By Southwest Risk Services

MANUAL TEMPLATES

- TEM 1 TAKING THE HIGH ROAD – A GUIDE TO EFFECTIVE AND LEGAL EMPLOYMENT PRACTICES**
By Jennifer Chandler Hauge and Melanie L. Herman, Nonprofit Risk Management Center
- TEM 2 READY IN DEFENSE – A LIABILITY, LITIGATION AND LEGAL GUIDE FOR NONPROFITS**
By: Melanie L. Herman, Nonprofit Risk Management Center
- TEM 3 NO SURPRISES – HARMONIZING RISK AND REWARD IN VOLUNTEER MANAGEMENT**
By Melanie L. Herman, Peggy M. Jackson and Barbara B. Oliver, Nonprofit Risk Management Center
- TEM 4 LOSS CONTROL MANUAL TEMPLATE**
- TEM 5 PERSONNEL MANUAL TEMPLATE**
- TEM 6 FLEET MANUAL TEMPLATE**



Loss Control Library

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<p><u>Request and/or Return Videos to:</u> Loss Control / Susan Weiss SSCIP 14902 North 73rd Street Scottsdale, AZ 85260 PH: 602.368.6613 Fax: 602.368.6565 sweiss@berkleyrisk.com</p>		
Please rewind all tapes and return them in protective shipping containers no later than 2 weeks from date of receipt so that other municipalities may receive their selections in a timely manner.		

- ➔ In order to update the quality of our lending library, please notify us if the videos/DVDs you receive are damaged, are poor quality, or if the content is not current.
- ➔ Please insure each video/DVD for \$100 when you return it. This will save you the expense of replacing a video/DVD if it is lost or damaged during shipment.